

**General Help 510**

**YARD HELP WANTED**

Forklift experience preferred, some heavy lifting. Good benefits and fair wages. Call for directions:

**686-3442**

**THE YMCA YORK REGION**  
SCHOOL AGE CHILD CARE DIRECTORS AND ASSISTANTS

Permanent part time positions for child care programmes operating in public and separate schools in York Region. Qualifications: Experience working with group of children in a child care or recreational setting. 4-6 hours daily, before school, lunch hour and after school, Monday thru Friday.

**STUDENTS REQUIRED**  
For after school program. Must be 18 years of age.

Locations:  
Thornhill  
Milliken Mills  
Newmarket

Candidates apply to:  
**YORK REGION**  
Y.M.C.A. 884-4811

**MIG WELDERS  
SPRAY PAINTERS  
MATERIAL HANDLERS**

Required for ROTOBALÉ COMPACTION, Don Mills & Bloomington, Gormley, Ontario.

**727-3054 888-1927**

**ORDER FILLERS**

J.B. Reid Industrial Sales has an opening for mature individuals with minimum Grade 12 education to pick orders and general warehouse duties. Previous experience in this field an asset. We will train and promote good workers with a desire to progress in the company. This is a full time salaried position with benefits. Ellesmere/Birchmount.

Call: Ray Allard,  
9 a.m. to 12 p.m.  
and 2 p.m. to 4 p.m.  
291-2191

**WANTED IMMEDIATELY**

Full time  
Gas Bar  
Attendant  
Night Shift

**SHELL RAPIDLUBE**  
96 Wellington Way  
**294-5000**

**WE NEED A FEW GOOD DRIVERS**

• Earn \$35 per day based on a 3 hr. work day • Weekends & holidays off • Cars only no buses • Keep car at home • Work out of your own home in Markham

Edutran Transportation Inc.  
580 Steven Court  
Newmarket, Ont. L3Y 6Z2  
**881-9444 / Ask for Wayne**

**MUNRO MEATS**  
Aurora Rd. 300 yards east of Hwy. 400

Rapidly growing company requires:  
**MEAT PACKERS and UTILITY PEOPLE**

For meat processing operation. Wages are \$7.58 per hour. We also include a complete benefit package with OHIP, dental, medical and extended health care. No experience necessary.

Please apply in person to:  
Mr. C. Ridd  
Plant Manager

**857-3209 727-3197**  
**737-4294 962-6261**

**CLEANER - PART-TIME**

Mon. to Fri. Flexible hours for Stouffville area.

**1-683-7515**

**WAREHOUSE ASSISTANT**

KeepRite Inc., Canada's leading manufacturer of heating & air conditioning, requires a Warehouse Assistant. This is a temporary to permanent position available immediately. Warehouse & forklift experience an asset. Excellent benefits.

Call Iris Weinstein  
**731-6980**

**KEEPRITE INC.**  
20 East Pearce St., Richmond Hill, Ont. L4B 1B7

**Skilled & Technical Help 515**

**INTERNATIONAL RECTIFIER**

IR is the leading manufacturer of Hexset transistors, diodes, S.C.R.'s and power semi-conductors, with facilities located throughout the world. IR's Canadian Assembly Division has a record of long term stability, good working conditions, and excellent benefits. We are looking for:

**ELECTRONIC TECHNOLOGIST**  
Functions will include testing, quality control, assembly, and drafting of high voltage and high powered semi-conductor assemblies. Applicants must have a Technologist Diploma.

**LIGHT MACHINE OPERATOR**  
Work includes drilling, sanding, cutting and some assembly work. Applicants must be mechanically inclined.

**ELECTRONIC ASSEMBLER**  
To form and assemble some electronic components. We are willing to train but applicants must have good hand and eye co-ordination.

All salaries commensurate with experience. Interested inquiries please call LYNN for an appointment at:

475-7288  
**INTERNATIONAL RECTIFIER CANADA INC.**  
101 Bentley St., Markham, Ontario L3R 3L1  
\* NO AGENCIES PLEASE \*

**MAINTENANCE MECHANIC**

Required by light manufacturing company in the 404/Finch Avenue area.

The successful applicant will be expected to help repair and maintain manufacturing equipment while working our second shift; and also will be responsible for minor building repairs.

Basic knowledge of welding, pneumatics and plumbing is essential, and preference will be given to applicants who have some basic electrical skills. Ability to read schematics and blueprints would be an asset.

This is a unionized shop and regular benefits are provided including a 4 day week on the second shift.

Interested personnel should send applications to:

**ACCO.**  
Personnel,  
**ACCO CANADIAN COMPANY LIMITED**  
501 McNicoll Avenue  
Willowdale, Ontario M2H 2E2  
No telephone calls please.

**MAINTENANCE ELECTRICAL/ELECTRONICS**

A leading AUTOMOTIVE PARTS MANUFACTURER has opening for a Maintenance Electrical/Electronic Journeyman.

Qualified applicants may apply in person or by resume, with wage expectations to:

**PERSONNEL MANAGER  
EXCEL METALCRAFT LTD.**  
95 Cousins Drive  
Aurora, Ontario L4G 3H1

**Office Help 525**

**TIRED OF "EXPERIENCED ONLY" ADS?**

If you have a bright personality, an eagerness to get a start in the office, a sense of responsibility, we can get you into a variety of reception or clerical positions to give you that "foot in the door!"

Our assignments are exclusively in the North Scarborough/Markham area with well established organizations.

**PLEASE CALL HUNT DIANA 477-7557**

**MARKHAM DODGE CHRYSLER**  
requires  
**RECEPTIONIST/NEW CAR CLERK**

Dealership experience an asset. For information please call:

**LYNDA MALLON 471-1500**

**ORDER DESK CLERK**

We are a fast growing company which has recently moved to Beaver Creek Business Park in Richmond Hill.

We required a bright, energetic person to handle order processing on a busy order desk.

The applicant should have general office experience (order desk experience preferred), good telephone manner and 50 w.p.m. typing.

We offer a pleasant working environment and congenial atmosphere. This is an interesting position which offers a good starting salary.

Please send resume to  
Box 4278  
Markham Economist & Sun  
9 Heritage Road  
Markham, Ontario L3P 1M3

**EXPERIENCED DICTA TYPIST REQUIRED**

On part time basis by Cosmetic packaging firm.  
Woodbine/Steeles area.

Contact  
**Mrs. Leitman 475-7200**

**PART TIME OFFICE HELP required**

— telephone  
— clerical  
— some typing  
— days (flexible in hours)  
Warden/Steeles area.

**475-3339**

**Skilled & Technical Help 515**

**DRIVER JOB TRAINING & PLACEMENT HELP**

Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

**MINGAY & ASSOCIATES MARKHAM**  
MANAGER - ADMINISTRATOR  
for 5 lawyer firm

We require expert help with the business side of our practice. Knowledge of the running of a legal practice is fundamental. Ability to assist in growth and client development. Phone:

**MR. PAUL MINGAY 294-0550**

**Payroll Clerk**  
Uxbridge

Dominion Automotive Industries Inc. is a recognized leader in the manufacture and marketing of automotive specialty parts.

You will be responsible for the preparation of Plant Payroll for approximately 150 workers. Other duties will include: reconciliation of paid hours to reported hours; labour reports; key punching; handling employee enquiries; and switchboard relief.

A high school graduate, you must have a minimum of 2 years Payroll experience, 50 w.p.m. typing and key punching.

We offer a competitive salary and a comprehensive benefits package. To apply, please send your resume, in confidence, to: Personnel Administrator, Dominion Automotive Industries Inc., 36 Vine Avenue, Toronto, Ontario M6P 1V7

**Office Help 525**

**DATA ENTRY/ORDER DESK CLERK**

Required immediately for distributor of data processing products. Experience preferred.

Woodbine/Steeles area.

**479-8866**

**WORD PROCESSOR OPERATOR**

Immediate permanent position for a reliable person to operate a word processor. Must have proficiency in typing and good command of English. Knowledge of the Wang Word Processor essential.

Warden/Steeles area.  
Please call:  
**479-1160**

**ACCOUNTS RECEIVABLE CLERK**

Position available for an energetic, self-motivated individual.

Duties to include collections and related accounts receivable.

Selected candidate must have related job experience and an excellent phone manner. Salary commensurate with experience. Please send resume and salary expectation to:

Ellen Gingras, Office Manager  
The Mirror  
10 Tempo Avenue  
Willowdale, Ont. M2H 2N8

**ADMINISTRATIVE ASSISTANT**

Basic office skills, pleasant telephone manner, good work ethics and a strong will to learn, will get you this position. A small but fast-paced office.

Salary \$15,000 per year. Training provided.

Please call  
**479-4138**  
Between 2 and 5 p.m.

**INSURANCE BROKER**  
Warden / Steeles

Rapidly expanding insurance broker has career opportunities for experienced insurance service representative.

- Duties
- Telephone calls from clients.
  - Computer input Wang/Redshaw system.
  - Telephone calls with company representatives.
  - Correspondence to / from clients and companies.

Preference will be given to individual with computer input experience and R.I.B.O licence or ability to obtain one.

Pleasant working environment with competitive salaries and benefits.

Please Contact  
Karen Kettunen  
**475-5233**

**Office Help 525**

**COME GROW WITH US!**

If you have one or more of the following skills: Order Desk Processing, Person Friday, A.P. A.R. W.P. Order Control, Telex, Record Keeping, accurate typing, excellent telephone manner.

We offer responsibility and variety if you have good communication and organizational skills. Willing to train qualified applicants with proven technical aptitude. As a national distributor of industrial control equipment a working knowledge of French is a definite asset. Interested applicants are asked to write or call:

**AQUATRONIX INC.**  
70 Gibson Drive, #8  
Markham, Ontario L3R 4C2  
475-8082

**DATA ENTRY CLERK**

Required immediately for record and tape retailer, located north of Warden & Steeles area.

We are looking for an individual who is fast, accurate, and able to cope with deadlines. We offer a complete benefit package including OHIP.

If you are interested in this position, please apply in person to:

**SOUND INSIGHT**  
461 Alden Road  
Markham  
474-1900

**DATA ENTRY CONTROL CLERK CLERK TYPIST**

Markham based publisher of consumer magazines is looking to fill 2 positions in its Circulation Department.

**Data Entry Control Clerk:** This key position entails preparation of data input, co-ordinating outside data entry services and some small volume data entry. Data entry or junior accounting experience helpful.

**Clerk Typist:** Junior position. Interesting variety of typing, filing, telephone and clerical duties for an energetic, well organized individual with 50 w.p.m. typing.

Full benefit program. Salary commensurate with experience.

For appointment call: **MRS. A. VAN MAZYK**

**CAMAR PUBLICATIONS**  
130 Spy Court, Markham, Ont.  
**475-8440**

General Manager of a local computer company requires an

**EXECUTIVE ASSISTANT**

To perform various computer, secretarial, and marketing duties. Salary commensurate with experience.

Call Mrs. S. Burelle  
**494-1446**  
\* Non-smoking office \*

**HERE WE GROW AGAIN!**

A young, growing consumer electronic rental company requires a **JR. ASSISTANT FOR THE OFFICE MANAGER.**

Past experience in general office duties in a consumer service environment is a must. We are looking for a well organized, detail oriented, and energetic person. We offer competitive salary and benefits, excellent growth potential and a busy but excellent environment.

If you are looking for a job in which you want to get ahead, and meet the above criteria, please call:

**BONNIE — 499-8449**

**Insurance Office Requires Office Clerk**

We require a bright, energetic person to handle a wide variety of general office duties.

Competitive salary and benefits. Pleasant working environment.

Please contact: Doug Pyzer,  
Cosburn, Griffiths & Brandham Insurance Brokers Ltd.,  
1 Valleywood Dr., Ste., 200, Markham, Ontario L3R 5L9  
**479-6670**

**PERSON FRIDAY**

Entry level position in modern office at Highway #7 & Woodbine. Typing skills requires, other training will be provided.

Duties include mail processing, switchboard relief and a wide variety of office functions. Hours 9 am - 5:30 pm.

Please forward resume to  
**ATELCO INC.**  
Attn: Mrs. Walker  
55 Renfrew Drive  
Markham L3R 8H3

**PURCHASE CLERK**

With aptitude for figures, neat legible handwriting required immediately for Buying Department. Must be self-starter and able to work under pressure. Typing essential.

Apply to **J. SULLIVAN**  
**WHITE ROSE CRAFTS & NURSERY SALES. LTD.**  
4038 Hwy. #7, Unionville

**RECEPTIONIST/SECRETARY**

Person Friday required for Interior Design firm at Warden & Denison. Word processing an asset. Required minimum typing (50 w.p.m.). Good language and telephone skills imperative. Minimum 2 years experience.

Please call for an appointment  
**MRS. HOLMES 474-0510**